



Allowable Uses of Carl D. Perkins and Nevada State Career and Technical Education Funds

The following guidance has been established by the Office of Career, Technical and Adult Education for allowable uses of funds for state and federal CTE funds. They are grounded in the state and federal regulations tied to the funding source.

Capital Improvements

Capital improvements to buildings that increase the value of the building are generally not allowed. However, some retrofitting may be allowed to upgrade equipment or to improve safety. Please check with NDE staff prior to writing this expenditure into a grant.

Career and Technical Student Organizations (CTSO)

Nevada has six state sponsored, federally approved Career and Technical Student Organizations (CTSOs) that are national or international organizations and are considered integral to the CTE curriculum. Nevada CTSOs are listed below:

DECA: An association of marketing students
FBLA: Future Business Leaders of America
FCCLA: Family, Career and Community Leaders of America
FFA: Agriculture Education
HOSA: Health Occupations Students of America
SkillsUSA: Trade, Technical and Skilled Service Occupations

The following applies to spending federal Perkins or State CTE funds for CTSOs:

- Official CTSO jackets/blazers may be purchased for start-up chapters with CTE State **funds** only but they must remain property of the school or chapter. They may not be purchased for an individual student. The expenditures must be reasonable. Any other clothing items related to a CTSO are not an allowable use of funds.
- Membership dues for advisors or students are not allowed under either Perkins or State CTE funds.
- Curriculum materials that directly enhance students' employability or technical skills are allowable with Perkins and State CTE funds.
- Up to 50% of student registration fees for career and technical student organization (CTSO) activities such as district, regional, state or national leadership

conferences/conventions and competitions are permissible with State CTE funds only. Social activities, t-shirts and spirit items are not allowed to be purchased with grant funds, even if imbedded in registration fees.

- Student and teacher travel costs to attend career and technical student organization (CTSO) leadership development or other educational activities, such as district, regional, state or national leadership conferences is allowed under State CTE funds. These costs should be a reasonable percentage of the overall budget.

Teacher travel expenses to CTSO conferences and related events may be paid by Perkins funds provided attendance at those events support professional development objectives.

Special population students, as defined in the Perkins IV Act 2006, may be funded with Perkins funds. Direct assistance to special population students is allowable under limited circumstances if the costs are (1) related to a CTSO that is an integral part of the curriculum, and (2) part of a larger program to serve special populations or nontraditional students.

Clothing

Clothing that is specific to an occupation such as welding coveralls, scrubs, chef's coat, etc. is allowable under both Perkins and State CTE funds as long as the items remain the property of the school or college. T-shirts or individual shirts to promote a program are not allowed under either funding source.

Consumable Supplies

Consumable supplies, such as paper, welding rods, construction materials and printer ink, etc., may be purchased with State CTE funds. Consumable items may not be purchased with Perkins funds unless it is demonstrated that such purchases are necessary to start a new program.

Curriculum and Instructional Materials

Curriculum and instructional materials that support the development of a new program or expansion/improvement of an existing program are allowed with Perkins and State CTE funds.

Some CTSOs offer curriculum packages and instructional materials, such as employability skills workbooks, which are permissible expenditures under State CTE and Perkins funding. Any additional costs resulting in memberships for individuals are not allowed.

Eligibility for Funding

State CTE funds and Perkins funds may only be used to support approved career and technical education programs. Perkins funds can be used for programs serving students in grades 7 through 14. State CTE funds can only be used for programs serving students in grades 9 to 12.

Licenses, Certifications and Technical Assessments

Industry certifications are highly encouraged under the Perkins Act as a measure of skill attainment. State CTE and Perkins funds may not be used to pay for an individual certification or certification exams whereby the individual benefits (either teacher or student).

Fees associated with acquiring or maintaining a personal state board license required by industry such as cosmetology or medical licenses are not allowable under these funds.

End-of-program assessments to measure skill attainment are an allowable expense under Perkins and State CTE funds.

Membership Dues

Perkins and State CTE funds may not be used to pay individual membership dues which provide benefits to individual members, such as professional association memberships or CTSO memberships.

Institutional affiliation dues for educators are allowable with State CTE funds when an association offers group memberships to schools, districts, or states. Such costs must be reasonable.

Personnel

Personnel may be allowed under State CTE and Perkins under the following circumstances:

- Licensed teachers for new programs for a limited time period
- Other personnel whose job responsibilities support the objectives of CTE programs
- Time and effort reporting is required by all personnel who are funded under Perkins to demonstrate that duties meet CTE objectives.

Travel

Perkins and State CTE funds may be used for travel to support CTE program objectives under the following circumstances:

- Teacher and district staff professional development
 - Note: rental cars are rarely allowed and must be preapproved
- Student and teacher travel for trips related to course objectives which may include career exploration, industry tours and visits to postsecondary institutions.
- Special population students, as defined in the Perkins IV Act 2006, may be funded. Direct assistance to special population students is allowable if the costs are (1) related to a CTSO that is an integral part of the curriculum, and (2) part of a larger program to serve special populations or nontraditional students.
- Student travel to non-CTSO competition-based events may not be supported with Perkins or State CTE funds. Teacher travel expenses to such events may be paid by Perkins or State CTE funds provided attendance at those events support professional development objectives.